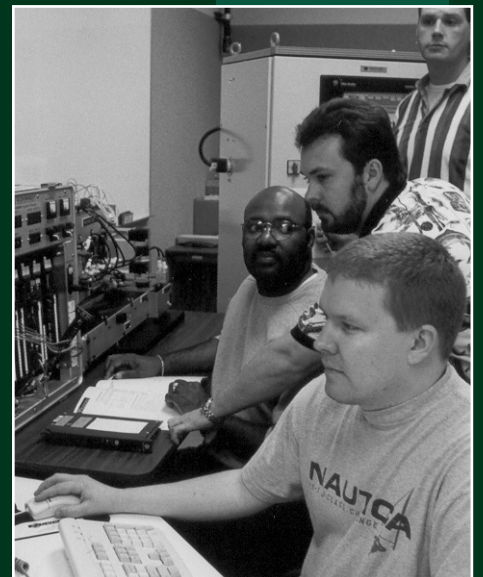
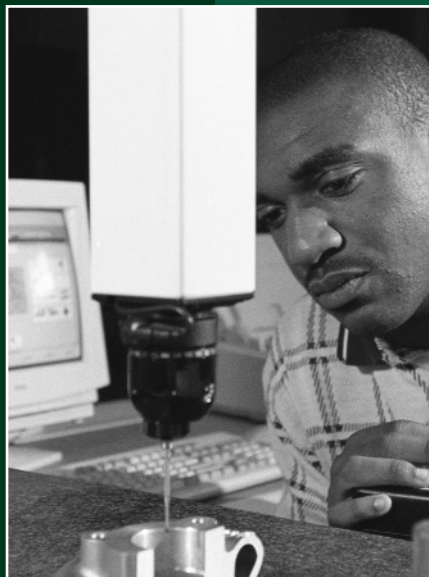
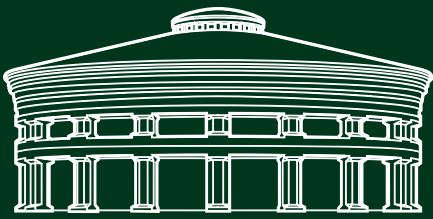


**SHELTON STATE**

COMMUNITY COLLEGE

# TRAINING FOR EXISTING BUSINESS AND INDUSTRY and CONTINUING EDUCATION **SUMMER 2009**





# SHELTON STATE

COMMUNITY COLLEGE

## TRAINING FOR EXISTING BUSINESS AND INDUSTRY and CONTINUING EDUCATION

### SUMMER 2009

### TRAINING FOR EXISTING BUSINESS AND INDUSTRY

#### CUSTOMIZED TRAINING

Training for Existing Business and Industry (TEBI) offers **group rates** on the training programs listed in the current schedule. In addition, **CUSTOMIZED TRAINING may be designed** to meet specific company or organizational needs. Customized training is available upon request when and where needed and is tailored to meet the particular company needs. TEBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.

Current customized training programs include the following:

- ▶ Computer Applications
- ▶ Industrial Maintenance Technology
- ▶ Forklift Safety
- ▶ Leadership & Supervision
- ▶ Workplace Spanish
- ▶ Welding
- ▶ Customer Service

### CONTINUING EDUCATION

#### SKILLS TRAINING & PROFESSIONAL DEVELOPMENT

Skills Training classes are all job specific and job preparatory with most courses lasting three months or less. Certificates are received at the completion of courses that include training in computers, Microsoft applications, truck driving, and more. Many of the classes do not require a high school diploma or a GED to participate.

Professional Development programs offer Continuing Education units (CEU) upon successful completion of a course. For every ten (10) hours of participation, a student receives one CEU. The units are recorded on the college transcript, and a certificate is provided at the conclusion of each course where CEUs are earned. Programs include Real Estate and Real Estate Appraisal, Forestry, Nursing, and Turf Grass & Pest Control courses to maintain licensure.

#### MANUFACTURING TECHNOLOGY CUSTOMIZED COURSES

Principles of Industrial Maintenance  
Fundamentals of Industrial Hydraulics and Pneumatics  
Principles of Mechanical Measurements & Technical Drawing  
Preventive Maintenance  
Principles of Industrial Pumps and Piping Systems  
Principles of Industrial Environmental Controls  
Precision Machining Fundamentals I  
Industrial Wiring I  
Industrial Motors I  
Industrial Motors II  
Industrial Motor Controls I  
DC Fundamentals  
AC Fundamentals  
Principles of Industrial Maintenance Metal Welding  
and Cutting Techniques  
Introduction to Process Control  
Fundamentals of Electricity I  
Fundamentals of Electricity II  
Industrial Safety and Maintenance Techniques  
Applied Principles of Programmable Logic Controllers

FOR NEW CLASSES OR POSSIBLE  
CHANGES, PLEASE CALL  
**205.391.2386**

OR VISIT OUR WEB SITE  
**sheltonstate.edu.**

Go to **WORKFORCE OPPORTUNITIES** and  
click on the drop down for  
**SKILL TRAINING AND PROFESSIONAL  
DEVELOPMENT.**



# FOUR NEW PROGRAMS!

## PHARMACY TECHNICIAN PROGRAM

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement.

**WIA APPROVED.** To register call 205.391.2434.

Course Contact Hours - 50 hrs.

Fee: \$999 (Textbooks included)

Tuesdays and Thursdays

June 2-July 21

6:00 p.m.-9:30 p.m.



## PHLEBOTOMY TECHNICIAN PROGRAM

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program.

**WIA APPROVED.** To register call 205.391.2434.

Course Contact Hours - 90 hrs.

Fee: \$1,599 (Textbooks included)

Tuesdays and Thursdays

June 2-September 1

6:00 p.m.-9:30 p.m.



## MEDICAL BILLING AND CODING PROGRAM

This combined 70-hour billing and coding program offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-9 (Introduction and Guidelines), and basic claims processes for medical insurance and third-party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (six months to two years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.

**WIA APPROVED.** To register call 205.391.2434.

Course Contact Hours - 70 hrs.

Fee: \$1,499 (Textbooks included)

Mondays and Wednesdays

June 1-August 10

6:00 p.m.-9:30 p.m.

## DENTAL ASSISTING PROGRAM

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions - Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as and assistant in the dental practice. This course covers a number of key areas and topics. Administrative aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; and policies and guidelines. Clinical aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal dental hygienist program. There is no state or national certification objective with this course.

**WIA APPROVED.** To register call 205.391.2434.

Course Contact hours - 60 hrs.

Fee: \$1,199 (Textbooks included)

Mondays and Wednesdays

June 1-July 27

6:00 p.m.-9:30 p.m.



## **FORKLIFT OPERATOR SAFETY TRAINING**

1 session

Cost: \$150

A training seminar lasting approximately eight hours consists of (1) an up-to-date safety video complete with handbooks, (2) a review of each section covered in the handbook, (3) a written test, and (4) an actual hands-on demonstration conducted onsite at your location. All employees completing the seminar will receive a certificate and operator's license. To register, contact Training for Existing Business and Industry at 205.391.2434.

## **2003 ICC PLUMBING CODE COURSE - FOR THE JOURNEYMAN & MASTER EXAM**

12 sessions

Cost: \$150 (does not include book)

Tues. & Thurs.

6:00-8:00 p.m.

Alabama has a growing need for Journeyman Plumbers. The ICC Plumbing Code course is 24 hours of classroom instruction, taught by an experienced master plumber, to prepare you for the Journeyman or Master Plumber exam. The course covers the information in the *2003 Plumbing Code* book, including how to use tables and how to properly install a plumbing system per code. For more information, contact Training for Existing Business and Industry, 205.391.2434.

## **SHELTON STATE'S NEW COMPUTER CERTIFICATE PROGRAM PREPARES WORKERS FOR JOBS REQUIRING BASIC COMPUTER SKILLS OFFICE SYSTEMS TECHNOLOGY**

|            |                     |                 |
|------------|---------------------|-----------------|
| TBI 212-50 | 19 weeks            | 20 CEU          |
| T/W/TH     | 6:00 p.m.-9:35 p.m. | June 16-Oct. 22 |
| Fredd 118  | Cost: \$1680        |                 |

Instructor: Dave Cooper      Maximum 25 students

This course is intended to provide an in-depth introduction to Office 2007. Some knowledge of Windows XP is assumed (keyboarding or typing), and no mathematics beyond the high school freshman level is required. The objectives of this course are to:

- ▶ teach the fundamentals of Microsoft Office 2007 which includes: Word, Excel, Access, PowerPoint, Outlook, and QuickBooks;
- ▶ expose students to practical examples of the computer as a useful tool by using an exercise-oriented approach that allows learning by doing; and
- ▶ acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use.

Text: *Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition.*

For more information, contact Continuing Education at 205.391.2386. **WIA APPROVED**

## **GEOGRAPHIC INFORMATION SYSTEM I & II**

We are currently expanding and updating our GIS program. Watch for details soon.

## **WELDING CERTIFICATION & TESTING**

Shelton State Community College offers various courses and a certificate for welders. Testing is conducted each Friday morning between the hours of 7-10 a.m. For more information or to set up a certification test, please contact Training for Existing Business & Industry, 205.391.2434.

## **WORKKEYS® FOR PARAPROFESSIONALS**

Wednesdays      9:00 a.m.-12:00 p.m.

June 3, July 1, Aug. 5

Must register by noon Tuesday. To register, contact Training for Existing Business and Industry, 205.391.2434.

## **WORKKEYS® FOR THE CAREER READINESS CERTIFICATE**

Wednesdays      9:00 a.m.-12:00 p.m.

June 3, July 1, Aug. 5

Must register by noon the Tuesday before the test.

Alabama's Career Readiness Certificate serves as a common language between employers, job seekers, and educators. It is a portable skills credential assuring employers that a job applicant has the basic skills they seek. The Career Readiness Certificate (CRC) is an assessment-based credential based on ACT's WorkKeys® that gives employers and career seekers a uniform measure of key workplace skills. For more information, please visit [careerreadyalabama.com](http://careerreadyalabama.com). To register for the CRC WorkKeys assessment, call 205.391.2434.

## **SPANISH IN THE WORKPLACE**

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers, and teachers, customized and job specific Spanish training is available. Each course promotes natural language acquisition through the use of non-traditional training techniques including music, role-playing, games, and other group activities. No prior knowledge of Spanish is required. For details on how to design and schedule Spanish training for your workplace, contact the Training for Existing Business & Industry Center at 205.391.2434.

*It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*

*Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.*

*Although the publisher of the schedule has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors occasioned by honest mistakes. All information in this schedule is subject to change by Shelton State without prior notice.*

## CONTINUING EDUCATION

### TRUCK DRIVER TRAINING

TBI 225-01                      May 29-Aug. 7  
Mon.-Fri.                      7:30 a.m.-3:30 p.m.      Cost: \$1,500  
Instructors: Mike Warren & Mike Tusic                      Max. 8 students  
Class will not be held on July 3.

This is an eight-week, non-credit program offered through Continuing Education. Upon successful completion of the program's course and passing the DOT written examination, the student will receive an operator's license and a certificate of completion from Shelton State Community College. For more information on this program or to register for a class, contact Continuing Education, 205.391.2386. **WIA and VA approved.**

### CUSTOMER SERVICE SKILLS

TBI 208-50                      4 sessions                      .8 CEU  
Date and Time: TBA                      Cost: \$110  
Instructor: TBA                      Maximum 15 students  
Whether it is speaking, listening, dealing with difficult customers, facilitating team meetings or negotiating with others, proper techniques and skills are the keys to success for you and your business. For more information, contact Continuing Education at 205.391.2386.

### KEYBOARDING

TBI 210 - 50                      6 sessions                      1.8 CEU  
Thurs.                      6:00-9:15 p.m.                      June 25-July 30  
Martin 2261                      Cost: \$140  
Instructor: Tracey Woolbright                      Maximum 15 students  
Alphabetic keys, numbers, and common symbols will be covered in exercises to teach the entire keyboard with speed and accuracy recorded. Please bring one 3.5 inch high-density disk and a pencil. For more information, contact Continuing Education, 205.391.2386.

### INTRO TO COMPUTERS & WINDOWS

TBI 211-50                      7 sessions                      2.1 CEU  
Wed.                      6:00-9:15 p.m.                      June 17-July 29  
Martin 1353                      Cost: \$140  
Instructor: TBA                      Maximum 15 students  
PREREQUISITES: Keyboarding. Topics included in this very basic course are the computer components and their usage; an overview of computer software and uses; the basics of Windows communication; launching an application program; exploring the Windows desktop; disk organization and menus; getting online help; managing files and folders; and windows explorer. Text: *Microsoft Windows XP Introductory Concepts & Techniques, Service Pack* by Shelly, Cashman & Forsythe. Please bring one 3.5 inch high density disk. For more information, contact Continuing Education, 205.391.2386.

### INTRO TO MICROSOFT EXCEL 2003

TBI 203-50                      6 sessions                      1.8 CEU  
Tues.                      6:00-9:15 p.m.                      June 23-July 28  
Martin 1353                      Cost: \$140  
Instructor: Richard Carroll                      Maximum 15 students  
PREREQUISITES: Basic Computer and Windows.  
Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, web queries, the use of the handy AutoFormat feature to format your data and linking a



worksheet to a word document will also be included.  
Text: *Microsoft Office Excel 2003, Complete Concepts and Techniques, CourseCard Edition* by Shelly, Cashman, & Quasney. Please bring one 3.5 inch high density disk.

### INTRO TO MICROSOFT EXCEL 2007

TBI 203-51                      6 sessions                      1.8 CEU  
Date and Time: TBA

### INTRO TO MICROSOFT WORD 2003

TBI 202-50                      6 sessions                      1.8 CEU  
Wed.                      6-9:15 p.m.                      Date: TBA  
Martin 1353                      Cost: \$140  
Instructor: TBA                      Maximum 15 students  
PREREQUISITES: Keyboarding and Windows.  
Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts, character, and paragraph settings; move/copy; search/replace; spell; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers and footers; page numbering; document views; selecting text; scroll bars; pagination; shortcut keys, and more. Text: *Microsoft Office Word 2003: Illustrated Complete, CourseCard Edition* by Jennifer Duffy and Carol M. Cram. Please bring one 3.5 inch high density disk. For more information, contact Continuing Education at 205.391.2386.

### INTRO TO QUICKBOOKS PRO 2006

TBI 200 - 51                      6 sessions                      1.8 CEU  
Wed.                      6-9:15 p.m.                      June 24-July 29  
Martin 2261                      Cost: \$140  
Instructor: Notoisha Banks                      Maximum 15 students  
PREREQUISITES: Basic Computers and Windows.  
This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing

accounts; creating company lists for employees, jobs, and vendors; customizing fields; establishing product inventory records, ordering, receiving, and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; time tracking and job costing. Text: *QuickBooks Learning Guide 2006* by A.L. Craig. Please bring one 3.5 inch high density disk.

## INTRO TO WEB PAGE DESIGN

TBI 201-50      6 sessions      1.8 CEU  
Tues.      6:00-9:15 p.m.      June 30-Aug. 4  
Martin 1353      Cost: \$140  
Instructor: TBA      Maximum 15 students

PREREQUISITES: Windows, Word, Internet.

This is a hands on course teaching the creation, production, and linking of WWW pages; designing and writing HTML documents (Hypertext Markup Language); and adding images, sounds, and videos to Web presentations. Please bring a box of 3.5 inch high density disks. For more information, contact Continuing Education, 205.391.2386.

## INTRO TO MICROSOFT ACCESS

TBI 204-50      6 sessions      1.8 CEU  
Tues.      6:00-9:15p.m.      Dates: TBA  
Martin 1353      Cost: \$140  
Instructor: TBA      Maximum 15 students

PREREQUISITES: Basic computer & Windows.

Create, edit, and modify tables; set field properties and manipulate records as part of the course. Learn to set queries both from the design view and query wizard, set criteria to view subsets of data, design forms to ease data entry, and produce polished reports from existing data. Enhance forms and reports for a professional appearance. Text: *Microsoft Office Access 2003: Complete Concepts and Techniques CourseCard Edition* by Shelly, Cashman, & Pratt. Please bring a 3.5 inch high density disk. For more information, contact Continuing Education, 205.391.2386.

## ONE DAY COMPUTER WORKSHOPS

|             |                                   |            |
|-------------|-----------------------------------|------------|
| TBI 203-01  | MS Excel Level I                  | Cost: \$90 |
| TBI 203-02  | MS Excel Level II                 | Cost: \$90 |
| TBI 201-01  | PowerPoint Level I                | Cost: \$90 |
| TBI 201-02  | PowerPoint Level II               | Cost: \$90 |
| TBI 204-01  | MS Access Level I                 | Cost: \$90 |
| TBI 204-02  | MS Access Level II                | Cost: \$90 |
| TBI 205-01  | MS Office Conversion 2003 to 2007 | Cost: \$75 |
| Thurs.      | 9:00 a.m.-4:00 p.m.               | .6 CEU     |
| Martin 1353 | Maximum 15 students               |            |

For more information, contact Continuing Education, 205.391.2386.

## WEB DESIGN CERTIFICATION

For more information, contact Continuing Education at 205.391.2386.

## WRITING FOR THE MASS MEDIA

TBI 381  
Date and Time: TBA      Cost: \$200  
Instructor: TBA      Maximum 15 students  
PREREQUISITES: None.

Introduction to the technique, form, style, and content of writing for the mass media, with attention to the various formats used in journalism, telecommunications, advertising, public relations, and internet communications. Text: TBA

## IMAGING

TBI 375  
Date and Time: TBA      Cost: \$200  
Instructor: TBA      Maximum 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
Introduction to Illustrator and Photoshop software. Emphasis is placed on using the tools in both software programs and advancing to practical advertising and page layouts using stock photos, images, and basic design principles. Text: TBA

## DATABASE MANAGEMENT SOFTWARE APPLICATION

TBI 376  
Date and Time: TBA      Cost: \$200  
Instructor: TBA      Maximum 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
This course provides students with hands-on experience using database management software. Students will develop skills common to most database management software by developing a wide variety of databases. Emphasis is on planning, developing, and editing functions associated with database management. NOTE: There is an approved standardized plan-of-instruction for this course. Cost of textbook is not included in tuition.

## MULTIMEDIA FOR THE WORLD WIDE WEB

TBI 377  
Date and Time: TBA      Cost: \$200  
Instructor: TBA      Max. 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
This course covers contemporary, interactive multimedia technology systems, focusing on types, applications, and theories of operation. In addition to the theoretical understanding of the multimedia technologies, students will learn how to digitize and manipulate images, voice, and video materials, including authoring a web page utilizing multimedia. Cost of textbook is not included in tuition.

## INTRO TO THE INFORMATION HIGHWAY

TBI 378  
Date and Time: TBA      Cost: \$200  
Instructor: TBA      Maximum 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
This course introduces the student to the basic principles of the information highway. Students will be exposed to different network information tools such as electronic mail, network news, gophers, the World Wide Web, browsers, commercial information services, and the use of appropriate editors or software to introduce construction of Web environments. Cost of textbook is not included in tuition.

## INTERMEDIATE WEB DEVELOPMENT

TBI 379  
Date and Time: TBA      Cost: \$200  
Instructor: TBA      Maximum 15 students  
PREREQUISITES: Basic knowledge of PCs and Windows.  
This course builds upon basic skills in web authoring. Various web authoring tools are introduced. Upon completion students will be able to use these tools to enhance web sites. Cost of textbook is not included in tuition.



## ADVANCED WEB DEVELOPMENT

TBI 380

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This is an advanced Web design course emphasizing the use of scripting languages to develop interactive web sites. Upon completion students will be able to create data driven Web sites. This course helps prepare students for the Certified Internet Webmaster (CIW) Foundations certification.

## INTRO NETWORKING COMMUNICATIONS

TBI 383

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students will gain hands-on experience in basic networking. This course further helps prepare students for certification. NOTE: There is an approved standardized plan-of-instruction for this course. Cost of textbook is not included in tuition.

## DIRECTED STUDIES IN COMPUTER SCIENCE

TBI 384

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, the student will be able to demonstrate knowledge of the topics as specified by the instructor. Cost of textbook is not included in tuition.

## E-COMMERCE

TBI 382

Date and Time: TBA

Cost: \$200

Instructor: TBA

Maximum 15 students

PREREQUISITES: Basic knowledge of PCs and Windows.

This course is an introduction into e-commerce. Topics include marketing, building an e-commerce store, security, and electronic payment systems. Upon completion students will be able to build an e-commerce presence. Cost of textbook is not included in tuition.

## PROFESSIONAL DEVELOPMENT

### REAL ESTATE

#### REAL ESTATE PRINCIPLES

TBI 104-50

20 sessions

6 CEU

Mon./Thurs.

6-9:35 p.m.

June 1-Aug. 6

Martin 2154

Cost: \$360

Instructor: Skip Brooks

This is an introductory real estate course that will prepare participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. Text: *Modern Real Estate Practice, Edition 17* by Galaty, Allway & Kyle and *The State of Alabama, Real Estate Commission License Law, Revised 2006*.

### NURSING

*Approved by Shelton State Community College ABNP0101,  
Expiration date 04/01/2013.*

#### SPANISH FOR HEALTH CARE PROFESSIONALS

TBI 149-50

8 sessions

1.2 CEU

Date: TBA

6:30-8:00 pm

Room: TBA

Cost: \$140

Instructor: TBA

This program will enable nurses and other hospital staff to communicate in a simple, effective manner with Hispanic patients and their families.



## ALABAMA DEPARTMENT OF PUBLIC HEALTH

### Web casts

Contact 205.391.2386 for up to date listings of the Alabama Department of Public Health Satellites Conferences. Contact hours depend on length of webcast.

### HEALTH ASSESSMENTS K - 12

TBI 135-01                      Date, Time & Location TBA  
.6 CEU                          6 contact hours

### HEALTH CARE ISSUES FOR MILITARY PERSONNEL RETURNING FROM IRAQ

TBI 138-01                      Date, Time & Location TBA  
.25 CEU                        2.5 contact hours

### REASONABLE SUSPICION OF DRUG ABUSE

TBI 134-01                      Date, Time & Location TBA  
.2 CEU                         2 contact hours

### ALABAMA COUNCIL OF PRACTICAL NURSE EDUCATORS

TBI 139-01                      Date, Time & Location TBA  
.1 CEU                         1 contact hour

### AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT

TBI 142-01                      Date, Time & Location TBA  
.4 CEU                         4 contact hours

### CHILDHOOD OBESITY

TBI 145-01                      Date, Time & Location TBA  
.2 CEU                         2 contact hours

### GROWTH & DEVELOPMENT

TBI 141-01                      Date, Time & Location TBA  
.15 CEU                        1.5 contact hours

### DISASTER: MENTAL HEALTH REALITIES & CHALLENGES

TBI 137-01                      Date, Time & Location TBA  
.2CEU                         2 contact hours

## HORTICULTURE & PEST MANAGEMENT

### TURFGRASS MANAGEMENT

TBI 117-50                      TBA  
TBI 115-50                      TBA

### FORESTRY

TBI 121-01                      TBA

### HEATING & AIR CONDITIONING

TBI 151-50 thru TBI 155-50      Date, Time & Location TBA  
Introduction to Microsoft Excel  
Heat Pump Training  
Gas Furnace Training  
Load Program Manual J

Customer Relations, How to Run a Business, and Management Classes

For more information on classes for CE programs for Heating and Air Conditioning, please contact Continuing Education at 205.391.2386.

## CERTIFIED PUBLIC ACCOUNTANTS

TBI 161-50 thru TBI 167-50      Date, Time & Location TBA

Quickbooks 2007 for CPAs  
Introduction to Microsoft Excel  
Intermediate Microsoft Excel  
Advanced Excel  
Estate Planning Update Course  
Service Marketing

Enhancing Employee Performance

For more information on classes for CE programs for CPAs, please contact Continuing Education at 205.391.2386.



Learn More

## ONLINE INSTRUCTION

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. "Education to Go" instructors work to create warm and supportive communities of learners. Many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end if needed), and costs range from \$80 to \$135 with the exception of the paralegal courses. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, and supplementary links. Complete any of these courses entirely from your home or office any time of the day or night.

### How to Get Started:

1. Visit our Online Instruction Center: [ed2go.com/shelton](http://ed2go.com/shelton)
2. Click the Orientation link and follow the instructions to enroll and pay for your course. Registration and Orientation are completed online with payment handled directly through Continuing Education at Shelton State Community College. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password selected during orientation.

A complete course listing is not possible in this publication, but the broad topics for course listings include the following:

- The Internet
- Web Page Design
- Web Graphics & Multimedia
- Web Programming
- Basic Computer Literacy
- Computer Applications
- Desktop Publishing & Imaging
- Computer Troubleshooting and Networking
- Computer Programming & Database Management
- Digital Photography and Digital Video
- Languages
- Writing and Publishing
- Entertainment Industry Careers
- Grant Writing & Non-profit Management
- Business Planning and Entrepreneurial Courses



- Sales and Marketing
- Accounting
- Business Administration and Management
- Test Prep
- Personal and Career Development
- Personal Finance and Wealth Building
- Health Care, Nutrition and Fitness
- Family and Personal Enrichment
- Child Care and Parenting
- Art, History, Psychology, and Literature
- Math, Philosophy, and Science
- Law and Legal Careers
- Continuing Education for Health Care Professionals
- Courses for Teaching Professionals

For a complete listing of courses available under these topics, please refer to the Web site. Internet access, an email address, and a Web browser are needed for these courses. Additional requirements, if any, will be listed with the course description. For more information, go to [ed2go.com/shelton](http://ed2go.com/shelton) or call 205.391.2386.



## LEADERSHIP ORGANIZATIONAL DEVELOPMENT

The Achieve Global partnership with Shelton State's Training for Existing Business & Industry Center offers education and training services for all organizational levels. Executives, managers, individual contributors, team leaders, and members all benefit from the knowledge, enhanced skills, and useful, practical tools that Achieve Global provides. Corporate training instructors are certified to provide Achieve Global training in the following programs:

### FRONTLINE LEADERSHIP SERIES:

- Your Role and the Basic Principles
- Giving Constructive Feedback
- Getting Good Information From Others
- Getting Your Ideas Across
- Dealing With Emotional Behavior
- Recognizing Positive Results

Call today for information on how your corporation can take advantage of these proven training programs. For more information, call the Training for Existing Business & Industry Center at 205.391.2434.



## READY TO WORK

Alabama's Ready to Work Training Program is offered at 39 locations and provides a career pathway for adults with limited education and employment experience. Ready to Work's workplace environment provides trainees the entry level skills required for employment with most businesses and industries in Alabama. The training curriculum is set to standards cited by business and industry employers throughout the state and the skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

Ready to Work is operated through Alabama's Adult Education Program in cooperation with the AIDT. Clients admitted to the program must be at least 16 years of age, possess a high school diploma or GED equivalency, and score the appropriate levels on the Test for Adult Basic Education (TABE). Essential requirements for successful completion include the following:

- 95 percent attendance and punctuality rate;
- instructor certification of satisfactory achievement of work ethic, organizational skills, and appropriate attitude and motivation;
- instructor certification of satisfactory achievement of problem solving skills, workplace behaviors, computer skills, and job acquisition skills;
- instructor certification of satisfactory achievement of manufacturing skills;
- attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information;
- performance at the tenth grade level or above upon completion as verified by TABE; and
- a score of at least 70 percent on the written Alabama Certified Worker Examination. Successful completion results in the award of an Alabama Certified Worker Certificate and a state career readiness credential.

For more information contact 205.391.2482.

**www.sheltonstate.edu**

# SURVEY

We are constantly trying to improve our services to better meet your needs. Please take a few minutes to complete this survey to help us serve you better. When you are finished, fax it to 205.391.2490 or mail to:

TEBI/Continuing Education  
Shelton State Community College  
Box 270  
9500 Old Greensboro Road  
Tuscaloosa, AL 35405

## TELL US ABOUT YOURSELF (Optional)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

E-mail address \_\_\_\_\_

Company name \_\_\_\_\_

## PLEASE CHECK ANY ITEMS OF INTEREST FROM THE LIST BELOW.

☐ Nursing

☐ Grant Writing

☐ Phlebotomy

☐ Real Estate

☐ Computers

☐ Accounting Fundamentals

☐ Graphic Design

☐ Customer Service

☐ Small Business Planning

☐ Leadership

☐ Heating and Air Conditioning

☐ Landscaping

☐ Other \_\_\_\_\_

☐ Other \_\_\_\_\_

Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SHELTON STATE**  
COMMUNITY COLLEGE

## REQUIREMENTS FOR REGISTRATION

High school diploma or the equivalent is not required for participation in Continuing Education courses.

## REGISTRATION OPTIONS

- 1) **By Fax:** Fax a completed registration form with a VISA, MasterCard, Discover, American Express, or purchase order number with billing information to 205.391.2490.
- 2) **By Phone:** Call 205.391.2386.
- 3) **By Mail:** Send the completed registration form with a check or money order to Shelton State Community College, Box 270, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.
- 4) **In Person:** Bring the completed registration form to the office of Training for Existing Business and Industry & Continuing Education, Room 1912B. Office hours are Monday-Thursday, 7:30 a.m.-6:00 p.m., and Friday, 8:00 a.m.-noon. Payment should be made through the Cashier's Office. For more information visit the Shelton State Community College Web site, [sheltonstate.edu](http://sheltonstate.edu). Go to TEBI/CE Schedule from the main menu.

**CONFIRMATION:** A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time, and location of the course, a map, and a parking form for vehicle registration (if this applies).

## CANCELLATIONS AND REFUNDS:

### Non-Credit Refund Policy

To withdraw from a class a student must contact Training for Existing Business and Industry/Continuing Education at 205.391.2386. In order to receive a 100 percent refund, students must withdraw before the first day of class. A 100 percent refund will be given to those students who withdraw before the deadline minus a 5 percent administrative processing fee. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

**PARKING:** A parking permit is required for everyone participating in any course offered through Shelton State Community College. Permits are effective for the academic school year beginning in the fall semester, so please keep the permit until the year is completed. Please include the \$10 fee with the registration payment. All cars parked without a permit are subject to being ticketed. Shelton disability parking validation is required. Please take handicap verification and parking form to Campus Security to receive a tag for handicap parking.

**DATES OF SCHOOL CLOSING:** Shelton State Community College will not be open for classes on July 3. Classes will be held May 29 through August 7 unless otherwise stated.

**CONTINUING EDUCATION UNITS:** Continuing Education Units (CEUs) are a nationally recognized method for denoting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each 10 contact hours of class participation. To qualify for the CEU, an individual must attend at least 90 percent of the course and display an understanding of the course content.

## SHELTON STATE COMMUNITY COLLEGE REGISTRATION FORM For all TEBI & CEU courses

Name (Please print) \_\_\_\_\_

☐ Male ☐ Female

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Social Security # \_\_\_\_\_

Employer \_\_\_\_\_

Course(s) # \_\_\_\_\_ Course Title \_\_\_\_\_ Fee \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

TOTAL COURSE FEES: \$ \_\_\_\_\_

PARKING FEE: \$ 10.00 (unless 1 day workshop)

TOTAL DUE: \$ \_\_\_\_\_

### PAYMENT INFORMATION

☐ MONEY ORDER ☐ CHECK  
☐ MASTERCARD ☐ VISA  
☐ DISCOVER ☐ AMERICAN EXPRESS  
☐ P.O. # \_\_\_\_\_

Credit Card Number \_\_\_\_\_

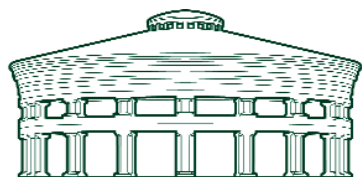
Expiration Date \_\_\_\_\_

Checks and /or money orders should be made payable to SSCC.

Return this form to  
**Shelton State Community College**  
**TEBI/Continuing Education, Box 270**  
**9500 Old Greensboro Road**  
**Tuscaloosa, AL 35405**



# **TRAINING FOR EXISTING BUSINESS AND INDUSTRY and CONTINUING EDUCATION SUMMER 2009**



**SHELTON STATE**

COMMUNITY COLLEGE

**9500 Old Greensboro Road  
Tuscaloosa, AL 35405**

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